

Application For Compensation

For Attorneys and Trustees

BEFORE YOU BEGIN: These instructions will guide you through docketing an Application for Compensation in a Chapter 7, 11, or 12 case. Applications for Compensation for Chapter 13 cases operate more similarly to any other motion and do not involve all of the screens listed in this section. For assistance in docketing an Application for Compensation in a Chapter 13 case, see the section regarding Motions.

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user records as many applicant requests as necessary and has the option of permanently adding those parties to the case. If there is no need to have each professional applicant as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed

- by trustees or attorneys for other professionals,
- by trustees for their own fees and expenses,
- by attorneys for their own fees and expenses.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1.)

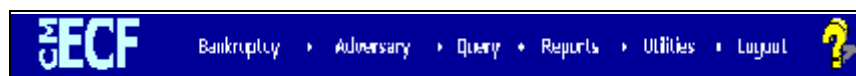


Figure 1

STEP 2
The
BANKRUPTCY
EVENTS screen
displays. (See
Figure 2.)

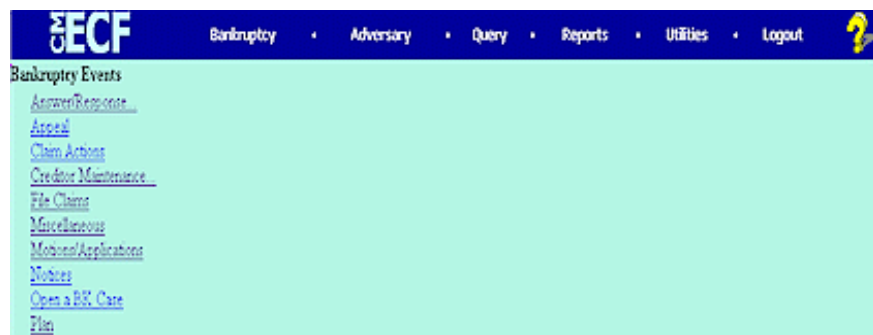


Figure 2

- ◆ Click the **Motions/Applications** hyperlink.

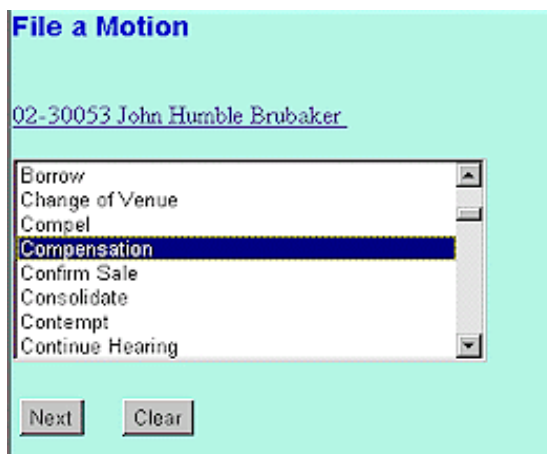
STEP 3 The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**. (See Figure 3.)



Figure 3

- ◆ Enter the case number in YY-NNNNN format and click **[Next]**.

STEP 4
Compensation event
SELECTION screen.



Select the
from the **EVENT**
(See Figure 4.)

Figure 4

NOTE: To find the application or motion you need fast, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want.

◆ Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen may then display.
(See Figure 5.)

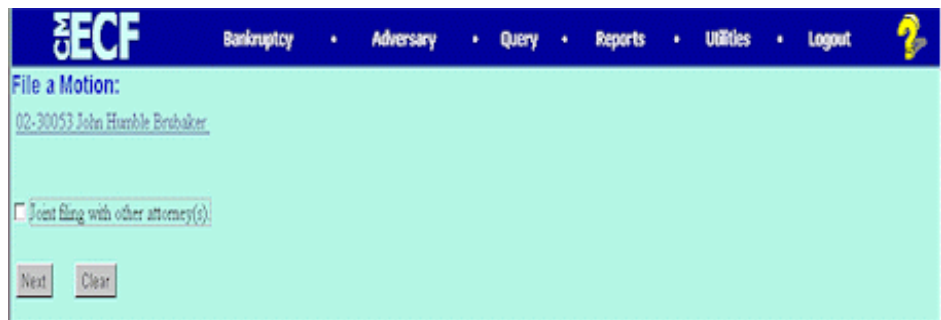


Figure 5

- ◆ This screen is used only if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen.
- ◆ Click **[Next]**.

STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants on this case. (See Figure 6.)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case name "02-31033 John Humble Brulaker". The main content area is light blue and contains the heading "Select the Party:". Below this heading is a scrollable list box containing the following entries: "American General [error]", "Brulaker, John Humble [tydab]", "Frenz, Thomas W. [adu]", "Household Finance [error]", and "Sanford, Fred [ptaus]". To the right of the list box is a link that says "Add/Create New Party". At the bottom left of the list box are two buttons: "Next" and "Clear".

Figure 6

NOTE: Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

STEP 7 The **PARTY SELECTION** screen will then *temporarily* list all professionals required for this pleading. (See Figure 7).

This screenshot is similar to Figure 6, showing the same CM/ECF interface. However, in this view, the entry "Brulaker, John Humble [tydab]" in the party list is highlighted with a yellow background. The "Next" and "Clear" buttons remain at the bottom left, and the "Add/Create New Party" link is still present on the right.

Figure 7

- ◆ If you are the attorney filing for compensation on your own behalf, select the party you represent.
- ◆ If you are the attorney filing for compensation for another professional, select that party.
- ◆ If you are the trustee filing for compensation on your own behalf, select your name.
- ◆ If you are the trustee filing for compensation for other professionals, select your name as well as the party or parties.
- ◆ If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.
- ◆ Select **[Next]**.

STEP 8

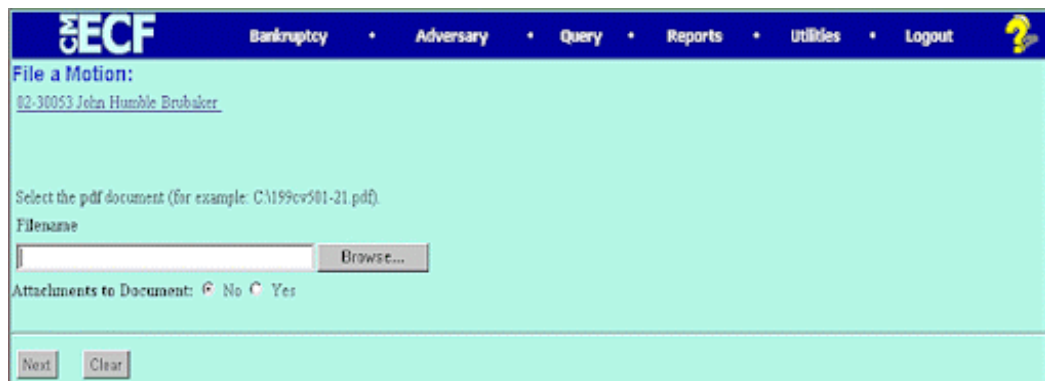
The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney/trustee does not represent the professional, do not check the box. (See Figure 8).

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "02-30053 John Humble Brubaker". The main content area is light blue and contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "Frenz, Thomas (tr) represented by Attorney, Joe (aty)". At the bottom of the form are two buttons: "Next" and "Clear".**Figure 8**

- ◆ Click **[Next]**.

STEP 9

The **PDF DOCUMENT SELECTION** screen will then display. (See Figure 9a.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "02-30053 John Humble Brubaker". The main content area is light blue and contains the text: "Select the pdf document (for example: C:\199cv381-21.pdf)". Below this text is a label "Filename" followed by a text input field and a "Browse..." button. Below the input field is a label "Attachments to Document:" followed by radio buttons for "No" and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".**Figure 9a**

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 9b.)

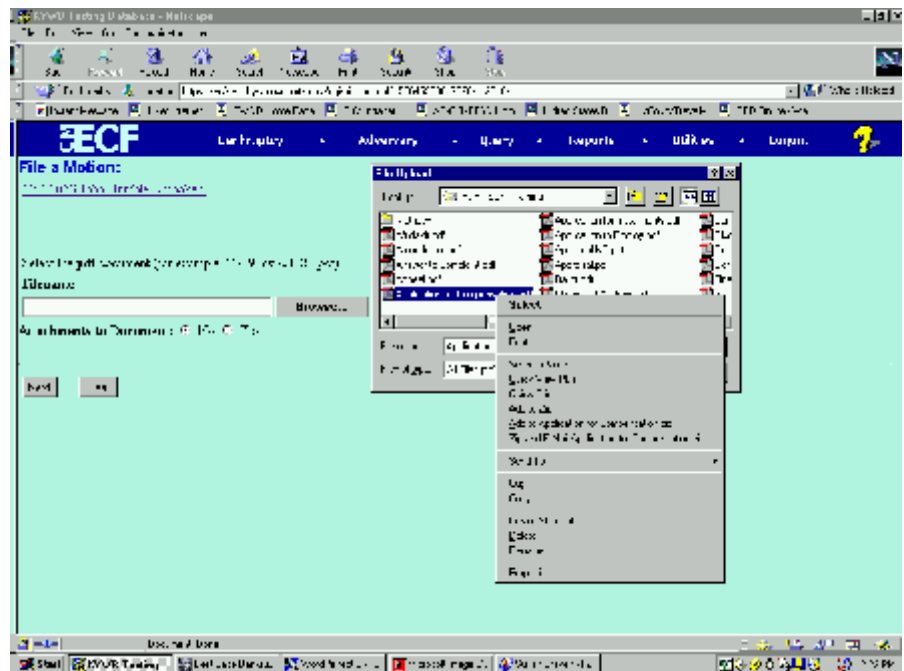


Figure 9b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click

[Open] on the FILE UPLOAD dialogue box.
(See Figure 9c.)

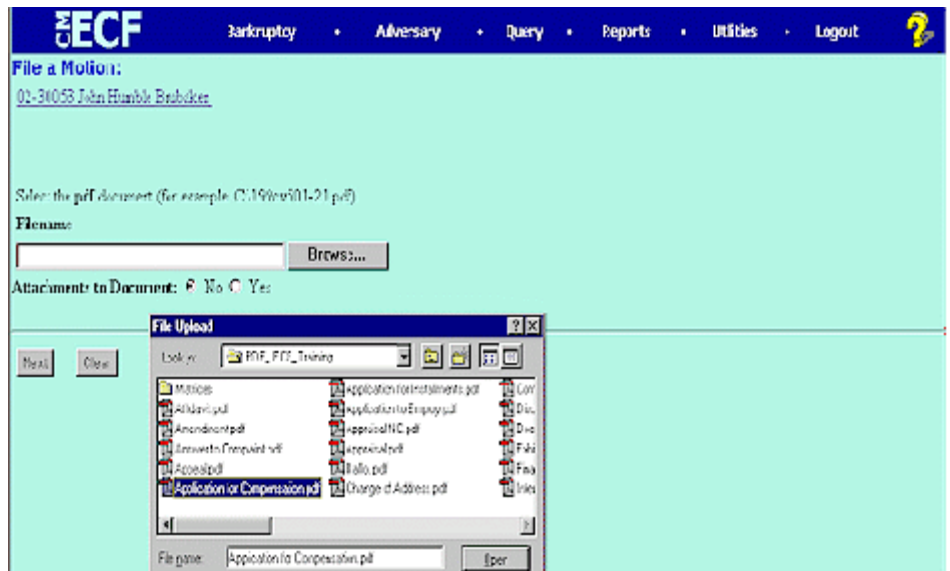


Figure 9c

- ◆ The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 9d.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:". Underneath, there is a link for "02-30053 John Humble Brubaker". The main instruction is "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this, there is a "Filename" label and a text input field containing "S:\Training\PDF _ ECF_Training\Appli". To the right of the input field is a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9d

- ◆ Click **[Next]**.

STEP 10 The **FEE PROCESSING** screen in **Figure 10a** will present yourself and each party selected from the previous party pick list screen.

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

Figure 10a

- ◆ Two check boxes **may** appear for each party.
 - The Filer check box will appear below each party name. Select the filer of the application.
 - If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

NOTE: The professional fee record will be created regardless if the applicant is a formal party on the case.

- ◆ The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Awarded Professional Fees report. Attorney filers

should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.

- ◆ Enter the date or date range for services performed.
- ◆ Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional (See Figure 10a)	1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record 2) Select professional type, check PARTY box only, record date(s), fee and expense information for professional for which compensation is requested
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm (See Figure 10b)	1) Record professional type, date, fee and expense information ONLY for attorney or law firm 2) Leave debtor(s) record(s) blank
Trustee filing for compensation on his/her own behalf (See Figure 10c)	1) Include professional type, date, fee and expense information in one trustee record.

- ◆ The **FEE PROCESSING** screen for the debtor's attorney application for compensation would look like Figure 10b.

CM/ECF Bankruptcy - Adversary - Query - Reports - Utilities - Logout

File a Motion:
02-30033 John Hinkle Broker

Applicant: Fee Attorney Type: Debtor's Attorney
☒ Filer
From: 5/21/2002 To: 5/21/2002
Fee request \$ 100.00 Expense request \$ 5.00

Applicant: John Hinkle Broker Type: Unknown/Misc
☐ Filer
From: To:
Fee request \$ Expense request \$

Next Clear

Figure 10b

NOTE: If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked.

- ◆ Click **[Next]** to continue.

- STEP 11** The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. (See Figure 11)

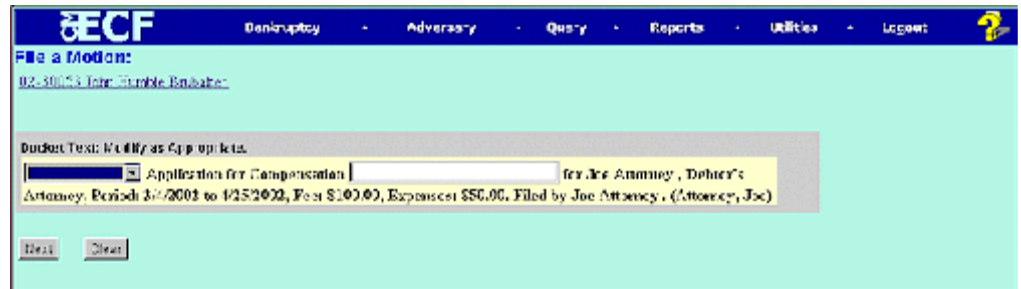


Figure 11

- ◆ Select **[Next]**.

- STEP 12** The **FINAL DOCKET TEXT SCREEN** is then presented. (See Figure 12.)



Figure 12

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If the final docket text is incorrect:
 - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.

- To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

◆ If correct, click **[Next]**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 13.)

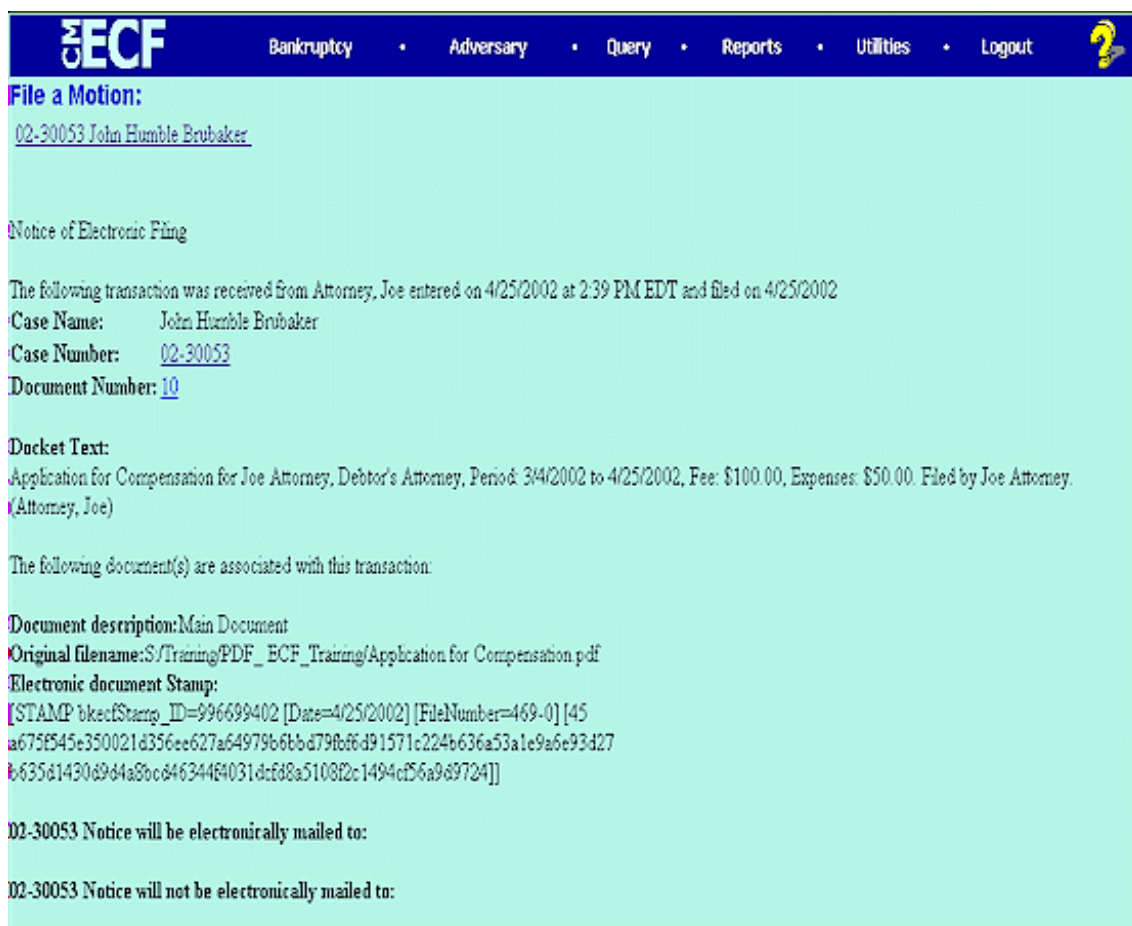


Figure 13

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the application just filed. One free look at the document is afforded each e-mail participant.

- ◆ It is highly recommended that you save a copy of this notification for your records. To print a copy of this notice click the browser **[Print]** icon.
- ◆ You may also save the notice through the browser **File/Save** option.